



**Homeland Security  
and Emergency Services**

**Fire Prevention  
and Control**

# **2017 NEW YORK STATE NATIONAL FIRE ACADEMY WEEKEND EMMITSBURG, MARYLAND MAY 20 - 21, 2017**

The New York State Office of Fire Prevention and Control (OFPC) is proud to announce the 32nd Annual New York State Weekend at the National Fire Academy (NFA).

NYS Weekend check-in at the NFA begins on Friday May 19, 2017 at 4:00 p.m. The weekend agenda will be distributed at check-in. Classes will be conducted on Saturday May 20, 2017 and Sunday May 21, 2017. Those wishing to attend the 2017 weekend must complete the enclosed NYS Weekend Registration Form and the FEMA General Admissions Short Form located at [http://www.usfa.fema.gov/downloads/pdf/ff\\_119\\_25\\_2\\_75\\_5a.pdf](http://www.usfa.fema.gov/downloads/pdf/ff_119_25_2_75_5a.pdf) and return both to the address below by **February 28, 2017** to:

**OFPC-NYS Weekend  
1220 Washington Avenue  
Bldg. 7A Floor 2  
Albany, NY 12226**

If you have any questions, contact the Office of Fire Prevention and Control at [NYSWeekend@dhses.ny.gov](mailto:NYSWeekend@dhses.ny.gov) or 518-474-6746

## **HOW TO APPLY**

### **New York State Weekend Registration Application:**

Complete the enclosed NYS Weekend registration application, indicate your course preferences in rank order, you should select at least three courses in order of preference with first labeled #1. Draw a line through, or type a zero (0), for any course you have already taken or do not wish to be considered. If no alternate selections are indicated, you will limit your ability to attend the weekend. Indicate if you wish to be placed on the stand-by list if rejected because courses are filled. Please make sure you include your e-mail address or preferred contact information

### **FEMA General Admissions Application Short Form:**

Download and complete the FEMA general admissions form, selection will be based on National Fire Academy selection criteria as well as the fire service background and description of how this course relates to your current duties as provided on the application.

Important: Please make sure you include your e-mail address on the FEMA application. NFA certificates will be e-mailed to students. Authorizing signatures are required and the applicant cannot sign as the authorizing party.

**Cost:**

There is no cost to attend training or for lodging at the National Fire Academy. Students attending the NYS Weekend are responsible for their own meals (NFA Weekend cost approx. \$50.00) and transportation. Further details will be provided in the confirmation correspondence.

**Student Federal SID Number:**

NFA no longer uses Social Security Numbers in paper or online application process. They have developed a unique identifier that will be used to record class registration, send acceptance and rejection notifications, provide stipend reimbursement (when appropriate), and record course performance and transcripts. A FEMA SID is required to register for and to participate in any training provided by FEMA agencies. FEMA SID serves as your personal identification number and merges/links/connects/combines all of your FEMA training records under one account to simplify keeping track of all your FEMA training accomplishments.

Each applicant must use their Federal Student Identification number in lieu of their SSN. Go to <https://cdp.dhs.gov/elms>. Click on Create Account, follow the instructions. Federal applications will not be processed without the SID. This is not the same as your NYS training ID.

**Student Selection:**

The National Fire Academy conducts specialized training courses and advanced management programs of national impact. The NFA offers courses and programs in a concentrated, residential setting that is conducive to intensive learning. On-campus programs target middle-and top-level fire officers, fire service instructors, technical professionals, and representatives from allied professions. Students must have a minimum of five years of firefighting experience and meet the NFA Student Criteria or Target Audience as listed under the course description. The NFA will accommodate 180 students at the 2017 New York State Weekend. Selection preference will be given to members of fire departments participating in the NYS fire reporting system, with submission of reports for 8 out of the 12 months of calendar year 2016.

Students must meet the NFA campus requirement of completion of ICS-100 and ICS-200. Attach NFA completion certificates to NYS Weekend registration form unless your completion was obtained through a NYS delivery and is already recorded on your NYS training record.

**Stand-By:**

Applicants rejected because of courses being filled will be placed on a stand-by list, if requested (check box on registration form). In the event of an opening through a cancellation, those placed on Stand-by will be notified April 07 to April 14, 2017.

**Substitution:**

Only emergency substitutions are permitted after April 14, 2017 per the National Fire Academy.

**Cancellations:**

Cancellations on May 19 or later will be considered a NO SHOW, unless cancellation is caused by an emergency as deemed by OFPC/NFA.

No Shows-Any student who does not cancel attendance in the appropriate time frame will be denied admission for the next 24 months per NFA policy.

**Course Selection:**

Selection and prioritization is based on applicants meeting NFA course criteria, Students must have a minimum of five years of fire service experience and duty assignment. Early registration is recommended as applications received after the deadline may not be considered.

**Schedule:**

February 28, 2017: Deadline for NYS registration form, and FEMA application.

March 24, 2017: Notifications of persons selected will be made. Rejections and stand-by applicants will also be notified at this time. Confirmations and itinerary will be sent at this time.

April 7, 2017: Deadline for cancellations and refunds.

April 7 - 14, 2017: Stand-by applicants will be contacted to fill spaces created by cancellations.

**Itinerary of Events:**

Friday, May 19, 2017 (5 p.m.): Dinner. You may join your fellow classmates in the dining hall in building K beginning at 5pm.

Friday, May 19, 2017 (7 p.m.): Orientation, Building "J" auditorium. Immediately after orientation, students can socialize at the Command Post Pub.

Saturday, May 20, 2017 classes will be held in Building "J." from 8 a.m. to 4 p.m.

A brief memorial service will be held at the Fallen Firefighters Memorial at 5:30 p.m. Saturday May 20, 2017. If weather becomes an issue an alternate site will be announced. A Memorial Brick will be commissioned to commemorate our 2017 participation in the NFA weekend.

Following the memorial service, dinner will be held at the pub at 6p.m. This is another opportunity for attendees to relax and socialize.

Sunday, May 21, 2017 classes will continue. Check out, load your vehicle, and upon the conclusion of class have a safe trip home.

**CAMPUS MAP:**

[http://www.usfa.fema.gov/downloads/pdf/campus\\_map.pdf](http://www.usfa.fema.gov/downloads/pdf/campus_map.pdf)

# STATE OF NEW YORK COURSE OFFERINGS

## **W0457 - Decision Making for Initial Company Operations**

Decision Making for Initial Company Operations is designed to develop the decision making skills needed by Company Officers (COs) to accomplish assigned tactics at structure fires. All activities and scenarios used in this course are based on structure fires. As a Company Officer (CO) with the real possibility of being the first to arrive at an incident, the CO's initial decisions will have an impact throughout the entire incident. It is vital that they be able to make good management decisions that have a favorable impact on the eventual outcome. In addition to a possible role as the initial Incident Commander (IC), the CO may well be assigned a subordinate position within the ICS organization. COs need to have a clear understanding of the system, the position they are assigned, and their role in the organization if they are to function effectively and help make the system work.

**Selection criteria:** This course is specifically designed for newly appointed Company Officers, for firefighters who may have acting Company Officer responsibilities or who want to become a Company Officer. This course is an excellent review for experience Company Officers.

## **W0523 - Executive Skills Series: Exercising Leadership Ethically**

This new two-day course provides students with the ability to recognize ethical dilemmas in the context of their environments, apply a decision model to resolve these dilemmas, render ethical decisions, and defend under scrutiny the resulting decisions that were made in an effort to resolve these dilemmas. This course will become the fourth offering within the Executive Skill Series.

**Selection criteria:** The target audience for all of the Executive Skill Series courses is fire and emergency services personnel in positions of authority who have an opportunity to exercise leadership. An eligible student must be minimally assigned to a supervisory level position (for example, a Company Officer). Line firefighters or firefighter-paramedics are not within the target audience and will not be considered.

## **W0633 - Youth Firesetting Prevention and Intervention Level 1**

This two-day course is based on requirements of National Fire Protection Association (NFPA) 1035, Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist and Youth Firesetter Program Manager Professional Qualifications. This course provides students with a broad understanding of the knowledge, skills and abilities that the Youth Firesetter Intervention Specialist should have as requirements of NFPA Standard 1035 pertaining to youth firesetting. This course is for the practitioner who provides services at the program delivery level. It replaces Youth Firesetting Prevention and Intervention - Level 1. This course covers the following:

- Review of NFPA 1035 for Youth Firesetter Intervention Specialist.
- The extent of the youth firesetting problem and justification for local youth firesetting prevention and intervention programs.
- Examination of the typologies of firesetting and the motivation behind firesetting behaviors.
- Identification, intake, screening, disposition and follow-up.
- Youth firesetting educational interventions. At the completion of this course, students will be able to:
- Explain national trends in youth firesetting and compare those trends to the statistics from their home communities.
- Classify the typologies of youth firesetting.
- Explain intervention options to mitigate youth firesetting behavior.
- Present an educational intervention for a Youth Firesetting Prevention and Intervention Program.

**Selection criteria:** Students either have or will have responsibilities as the practitioner who provides services at the program delivery level. This includes the person who is responsible for the identification, intake, screening, educational intervention, follow-up, and evaluation of the program services and results. Students representing the fire service are encouraged to partner with other agencies for this training. Partners can include but are not limited to fire investigators, law enforcement, mental health, social services, juvenile justice, or other stakeholders who can assist in building and maintaining programs in their communities.

## **W0760 - New Fire Chief I: Challenging Issues**

This course is designed to develop the managerial, administrative and leadership skills necessary for the first time fire chief and chief officer who desire a leadership position in their department. This course addresses critical knowledge and skills pertaining to the responsibilities of a fire chief including such topics as local politics and the role of the chief officer, liability and risk management, resources and items of knowledge needed to become a first time leader in a new position in their agency.

**Selection criteria:** The primary candidates for this course include new or emerging chief officers in a volunteer or combination fire department or emergency service organization. The secondary candidate is a person who is a new career chief, department leader or emerging leader of fire department or emergency service organization. This course is open to all interested emergency services personnel including volunteer, career, and allied professionals, the class is intended primarily for those who have served or will begin to serve soon in leadership positions and who seek to learn more effective ways of managing and leading their agency.

## **W0761 - New Fire Chief II: Administrative Issues**

The goal of this course is to provide students the managerial, administrative and leadership skills and awareness necessary for new or recently appointed or elected Chiefs to effectively meet their obligations of the position.

**Selection criteria:** Primary Audience: The course is designed for the newly appointed Fire Chief in Volunteer, Combination or Career departments as well as Emergency Medical Services (EMS) Chiefs. Secondary Audience: The secondary audience is department leaders and current officers who may become Fire Chiefs and local government administrators and elected officials who are involved in the administration of a fire department or EMS service.

## **W0762 - New Fire Chief III: Contemporary Issues**

This two-day course will develop the managerial skills, leadership skills, and contemporary issues and awareness necessary for newly appointed or elected fire chiefs to effectively meet their obligations. This course will help to develop knowledge, skills and attitudes necessary for them to perform effectively now and in the future.

**Selection criteria:** • The primary audience is newly appointed or elected fire chiefs in volunteer, combination or career departments. • The secondary audience is departmental leaders who may become fire chiefs and local-level government administrators and elected officials, including fire district commissioners, board members, etc.

## **W0804 - Leadership II for Fire and EMS: Strategies for Personal Success**

This two-day course provides the Company Officer (CO) with the basic leadership skills and tools needed to perform effectively in the fire service environment. The course addresses ethics, use and abuse of power at the CO level, creativity in the fire service environment, and management of the multiple roles of the CO.

**Selection criteria:** • Line fire officers, unit commanders, or program supervisors.  
• Fire or rescue personnel due for promotion/appointment to officer rank or supervisory position within six months. • Training officers, staff or administrative officers of fire and rescue organizations.

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Office Use Only

**REGISTRATION DEADLINE FEBRUARY 28, 2017**

**PLEASE PRINT CLEARLY:**

Complete Name \_\_\_\_\_ NYS Fire Training # \_\_\_\_\_

Home Address – *Street, PO Box, City, State, Zip:* \_\_\_\_\_

County: \_\_\_\_\_ DOB: \_\_\_\_\_ LAST 4 SSN: \_\_\_\_\_ Contact Number(s): Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

Fire Department: \_\_\_\_\_ FDID: \_\_\_\_\_

Current Rank: \_\_\_\_\_ # Years in Position: \_\_\_\_\_ # Years in Fire Service: \_\_\_\_\_ (Must be min. of 5 years)

Chief's Name: \_\_\_\_\_ Chief's Contact Number(s): Home ( ) \_\_\_\_\_

Cell ( ) \_\_\_\_\_ Email address: \_\_\_\_\_

FEMA SID \_\_\_\_\_ GO TO <https://cdp.dhs.gov/elms> to obtain SID (mandatory)

**Course Selection: Programs are open to all applicants. Early registration is recommended as enrollment in each program is limited to 25 students, unless otherwise noted. Applicants must list three course choices. Select at least three courses in order of preference with first preference as #1. Draw a line through, or type a zero (0), for any course you have already taken or do not wish to be considered. If no alternate selections are indicated, the application may be rejected without consideration.**

- \_\_\_\_ W0457 - Decision Making for Initial Company Operations
- \_\_\_\_ W0523 - Executive Skills Series: Exercising Leadership Ethically
- \_\_\_\_ W0633 - Youth Firesetting Prevention and Intervention - Level 1
- \_\_\_\_ W0760 - New Fire Chief I: Challenging Issues
- \_\_\_\_ W0761 - New Fire Chief II: Administrative Issues
- \_\_\_\_ W0762 - New Fire Chief III: Contemporary Issues
- \_\_\_\_ W0804 - Leadership I for Fire and EMS: Strategies for Personal Success

Check here if you wish to be placed on stand-by, if not selected.

**Print clearly. Incomplete, illegible, or unclear applications will not be processed and will be returned.**

**Send both this registration form and the FEMA application to:  
OFPC-NYS Weekend • 1220 Washington Avenue, Bldg., 7A, Floor 2 • Albany, NY 12226**

If you have any questions, contact the Office of Fire Prevention and Control at [NYSWeekend@dhses.ny.gov](mailto:NYSWeekend@dhses.ny.gov) or 518-474-6746